DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT OHIO
P.O. BOX 3990
COLUMBUS, OHIO 43218-3990

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NAVCRUITDISTOHIO NOTICE 5050

From: Commanding Officer, Navy Recruiting District Ohio

Subj: NAVY RECRUITING DISTRICT OHIO COMMAND INDOCTRINATION
        20-21 NOVEMBER 2014

Encl: (1) Command Indoctrination Attendees/Schedule of Events
        (2) DTS - Travel Authorization Cheat Sheet
        (3) DTS - Travel Voucher Cheat Sheet

1. <u>Purpose</u>. To publish the schedule of events for Command
Indoctrination from 20-21 November 2014.

2. <u>Action</u>

    a. Enclosure (1) provides the list of attendees and a schedule of
topics to be covered. Enclosures (2) and (3) provide procedures for
making travel arrangements.

    b. Submit a travel request in DTS no later than 13 November 2014
per enclosure (2). If you do not have a government travel card, or it
is not activated, contact Supply immediately. Travel vouchers are to
be submitted no later than 25 November 2014 per enclosure (3). Point
of contact for DTS, hotel reservations, or other travel related
questions is Ms. Jennifer Cramer who can be reached at (614)693-3054.

3. <u>Changes</u>. Changes to enclosure (1) will be announced via phone and
email.

4. <u>Location</u>. NRD Ohio Headquarters, 3990 East Broad Street, Building
10, Section 13, Columbus, OH, 43213.

5. Uniform for attendees will be uniform of the day. BRING SERVICE
DRESS BLUE UNIFORM for your official command photo at the end of the
first day!!!

ERIC A. SHAFER

Distribution:
Electronic only, via
http://www.cnrc.navy.mil/ohio/ohio-latest-info.htm

COMMAND INDOCTRINATION

ATTENDEES:

FCC BENDER	(MAPLE HEIGHTS)	LT SHERMAN	(DIV 8 DIVO)
AOC BURKE	(LEXINGTON)	NCC MULLENS	(NORS CINCINNATI)
NCC DOVALINA	(LEXINGTON)	PSC SANTANAGONZALEZ	(MEPS LOUISVILLE)
CS2 CLARK	(TOLEDO)	MM2 SAGLE	(MARION)
GSE1 OSBORNE	(ELYRIA)	OS2 GIPSON	(DAYTON NORTH)
EN1 LOWE	(PIQUA)	QM2 MINIC	(SPRINGFIELD)
IT1 CARAWAY	(COLUMBUS WEST)	AZ2 HOAGLIN	(CANTON)
PS2 HAMILTON	(HQ/COLUMBUS)	EM2 DEMAY	(N.C. HILL)
IC2 MORGAN	(WESTERN HILLS)	PS2 SIFUENTES	(MEPS LOUISVILLE)
FC1 WATKINS	(PRESTON HIGHWAY)	YN1 BAROUSSE	(HQ/COLUMBUS)
HM2 SOLLENBERGER	(NORS COLUMBUS)	LSC TAYLOR	(HQ/COLUMBUS)

The following individuals are not authorized overnight stay:

IT1 CARAWAY	QM2 MINIC
PS2 HAMILTON	YN1 BAROUSSE
HM2 SOLLENGERGER	LSC TAYLOR
MM2 SAGLE	

Schedule of Events

DAY ONE

CO	1000-1030	CDR SHAFER
XO	1030-1100	CDR BOPP
BREAK	1100-1110	
CMC/OMBUDSMAN	1110-1120	CMDCM CARMACK
OPERATIONS OFFICER	1120-1130	LCDR VIGNOLA
CR	1130-1200	NCCM KEMPTON
LUNCH	1200-1300	
EACR	1300-1315	NCCM LEVAN
OACR	1315-1330	NCCS MADUEMESI
MENTOR PROGRAM	1330-1340	NCC EYESTONE
SAPR	1340-1350	AM1 LUNAR
BREAK	1350-1400	
CFS	1400-1410	NCC VAN HORN
CMEO	1410-1420	FCC CAMP
DAPA	1420-1430	CSCS TOWNSEND
MARKETING	1430-1440	MR. WILLIAMS
SYSAD	1440-1450	MR. DAVIS
BREAK	1450-1500	
NSW/NSO	1500-1510	MR. NAUS
EDSPEC	1510-1520	TBA
TRICARE	1520-1530	LT MOYE
MEPS	1530-1540	MR. HAPNER
PAO	1540-1550	MC1 JAMES
BREAK	1550-1600	
NUC	1600-1610	EM1 STEINBRUNNER
CFL	1610-1620	PS1 HOBSON
ADMIN/LEGAL	1620-1645	YNC NORRIS
CCC	1645-1700	NC1 SMITH

NOTE: (Pictures will be taken at the end of the first day)

DAY TWO

SUPPLY/TRAVEL/VEH COORD	0900-1000	SUPPLY DEPARTMENT
BREAK	1000-1015	
SMART START	1015-1200	TRAINING DEPARTMENT
LUNCH	1200-1300	
SMART START	1300-1500	TRAINING DEPARTMENT

Enclosure (1)

DTS TRAVEL
AUTHORIZATION CHEAT SHEET

1. LOGIN at www.defensetravel.osd.mil
2. Official Travel
3. Authorizations/Orders
4. Create a new authorization/order
5. Leaving from: Click on either **Residence or Duty Station** and it will populate in the block for you
6. Departing on: 11/20/2014
7. Trip type: **AA/Routine**
8. Trip purpose: **Training Attendance**
9. Trip Description: **Command Indoctrination**
10. Mode of Travel: **OTHER** Time: **0600AM**
11. To find the Trip location **click on the top blue Location box, type in the location for your TDY and click on Search location. Select/Close**
12. Arriving on: 11/20/2014
13. Departing on: 11/21/2014
14. If you require rental car and/or lodging, please check this box
15. Check **NO** for the box 'Will you be traveling to any other location
16. The authorization will then Refresh and then want to know where you will be Returning to: Click on either **Residence or Duty Station** and it will populate in the block for you
17. Trip duration: **MULTI-DAY**
18. Click on **Other** and then on **6:00PM**
19. If you are attending a conference, write the conference name, if not **check the box Not Applicable**
20. Click on **Save and Proceed**

   NOTE: **All members of NRD Ohio are required to have a GOVTCC so if you do not have one contact Supply to get one on order. Usage of the GOVTCC is require IAW COMNAVCRUITCOM INST 4400.1D unless you meet the requirements for exemption.**

21. *****IF YOU ARE GOING TDY TO A MILITARY BASE, IT IS MANDATORY TO UTILIZE GOVT BERTHING, IF NO GOVT BERTHING IS AVAILABLE, YOU WILL BE ISSUED A (CNA-Certificate of Non-availability) and then you may utilize commercial lodging*****
22. At the Trip Summary screen, hit **Save and Continue**
23. Top of Screen **Select Accounting**
24. Accounting Label: **15 MILTRNG**
25. **Select Continue**
   At the Preview Trip page, enter in the **Comments to the Approving Official**

GOVT VEHICLE DIRECTED
GOVT MESS AND QUARTERS NOT AVAILABLE
CMR DIRECTED MEMBER WILL CONFIRM OWN LODGING NTE
LOCAL AREA PER DIEM ATM WITHDRAWAL AUTHORIZED NOT TO
EXCEED TOTAL PER DIEM ENTITLEMENT FOR TRIP.
Secure Video Teleconference (SVTC) or other web-
Based communication, are not sufficiently able to
accomplish travel objectives.

26. At the bottom and click on **Save and Proceed**
27. Proceed to the following Page: **Pre-Audit Select Continue**
28. Pre-Audit screen click on **Save and Proceed to Digital Signature**
29. Digital Signature Page: click on **Submit this Document as Signed**
30. Routing List: The routing list that you are assigned to will automatically populate
31. Submit Document as **'Signed', click on Submit Completed Document**
32. The screen will then refresh back to a listing of your existing authorizations. Make sure under 'My signed documents' that the trip you just entered says 'Signed' and not 'Created under Document Status.

*** ATM WITHDRAWALS ARE AUTHORIZED NOT TO EXCEED TOTAL PER DIEM ENTITLEMENT FOR TRAVEL***

DTS - TRAVEL VOUCHER
CHEAT SHEET

(Dates used on this cheat sheet are for example only)
Please use your actual travel dates

1. LOGIN at www.defensetravel.osd.mil
2. At the "Welcome" screen, go to **Official Travel**
3. **Vouchers**
4. **Create a voucher from an authorization**
5. You will see the Trip Overview screen
6. Review this screen for the correct dates/location and if everything is good, click on the **Expenses** Tab. (If you need to adjust the dates, click on Itinerary and edit your trip dates)
7. This will automatically bring you to the **Non-mileage expenses** screen
8. Click on the **drop down** under Expense # 1 and click on **Hotel Room Tax** and enter the amount of tax, if any
9. Click on **Save Expenses** at the bottom
10. Click on **Substantiating Records**
11. If able to scan documents into .pdf form, scan all documents into a single file and save it to your computer. If not, skip this step and go to step 13.
12. Under the *Expenses* tab, click on *Substantiating Records*, then *Browse* to the scanned file on your computer, and click *Upload*. Proceed to step 16.
13. Under the *Expenses* tab, click on *Substantiating Records*, and then click on *Print Fax Cover Sheet* or scan/upload your receipt.
14. With the fax cover sheet on top of all receipts, worksheet, and any memos required, fax the entire package to the *888* number listed on the fax cover sheet.
15. Click on *Review/Sign* in the top right corner.
16. From here, click on **Review/Sign** and then click on **Digital Signature** and submit the document as **Signed.** In order to submit – click on **Submit Completed Document**
17. **Save and Continue**
18. On your "**My Signed Documents**" page it should show the document status as **Signed.** If it does not, go back to the **Digital Signature** page and hit the **Submit Completed Document**" button, again. If you have done this right, it will bring you back to the "My signed documents" page and show that the document is actually signed and not created.